



**THOMAS L. GARTHWAITE, M.D.**  
Director and Chief Medical Officer

**FRED LEAF**  
Chief Operating Officer

COUNTY OF LOS ANGELES  
DEPARTMENT OF HEALTH SERVICES  
313 N. Figueroa, Los Angeles, CA 90012  
(213) 240-8101

January 20, 2005

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**AGREEMENT WITH THE LOS ANGELES AIRPORT HILTON  
FOR SPACE USE AND CATERING SERVICES TO SUPPORT THE DEPARTMENT OF  
HEALTH SERVICES PATIENT SAFETY SEMINAR**

**IT IS RECOMMENDED THAT YOUR BOARD:**

Approve and delegate authority to the Director of the Department of Health Services (DHS) to execute an agreement between the Los Angeles Airport Hilton (Hilton) and the County of Los Angeles for catering services to be provided during the DHS Patient Safety Seminar, effective May 18, 2005 through May 20, 2005, at a total estimated net County cost not to exceed \$45,000, on condition that County Counsel and Chief Administrative Office approval is obtained prior to the execution of the Agreement.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

Pursuant to the Agreement, the Hilton will provide meeting rooms and meal services in order to conduct the DHS Patient Safety Seminar, coordinated by the DHS Quality Improvement Program (DHS/QIP) and the DHS Patient Safety Committee. The seminar is scheduled to be held May 18-20, 2005 at the Los Angeles Airport Hilton. Your Board is being asked to delegate authority to the Director to sign the Agreement only as it concerns the provision of catering services. The Chief Administrative Officer, using authority already

**BOARD OF SUPERVISORS**

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delegated to him concerning space use arrangements, will execute the Agreement as to that component.

#### **FISCAL IMPACT/FINANCING:**

The cost to staff will be \$50 for pre-registration sign-up or \$75 for same day sign-up. Staff who provide proof of attendance may submit the cost to the Department for reimbursement. The seminar will provide continuing medical education units (CMEs) at an estimated cost of \$12.75 to \$14.23 per person per CME. Similar seminars generally charge from \$30 to \$90 per person per CME. Not including travel expenses, a similar seminar held by an outside organization would cost the County an additional \$69,388 to \$432,600.

The estimated total cost of the Agreement which includes catering services and the use of space will not exceed \$52,500. This includes an estimated total cost of the catering services not to exceed \$45,000 and an estimated total cost for use of the space component not to exceed \$7,500. The final cost will be determined by the number of attendees, which will range from 275-350 people. Funding is available in the Department's Fiscal Year 2004-05 budget.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

In recent years, organizations such as the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) have placed increasing emphasis on patient safety and the reduction of medical errors. Beginning in 2004, JCAHO developed a core set of National Patient Safety Goals designed to improve the quality and safety of care provided in healthcare facilities. These goals, commonly referred to as the NPSGs, require facility compliance as part of the tri-annual survey for accreditation. Facilities must show compliance with these goals, not only during the accreditation survey, but through a historical record of compliance.

Communicating new patient safety requirements and recommendations from JCAHO and other sources, as well as the methods in which compliance is obtained, is a focus of DHS/QIP and the DHS Patient Safety Committee. As noted recently in my July 28, 2004 Board letter, investment into the education of key clinical leaders is a component of the Quality Improvement Strategic Plan for Los Angeles County Department of Health Services. DHS/QIP and the DHS Patient Safety Committee in response to this plan, have recommended the formation of a DHS Patient Safety Seminar targeting these key leaders. Additionally, the seminar will assist all facilities in preparation for JCAHO and regulatory compliance, especially the four acute care hospitals that are expecting JCAHO review this year.

The seminar will be open only to DHS employees and will be specifically targeted towards facility leadership, managers, supervisors, patient care providers and patient safety leaders. Attendees will be expected to participate in the entire seminar and obtain permission to attend the seminar from their supervisors. Participants will receive continuing medical education units. Meals and beverages will be served during the seminar to maximize staff participation and involvement in patient safety education during this limited period of time. Seminar activities will be scheduled throughout the day, including meal times.

Section 5.40.097 of the Los Angeles County Code permits departments to purchase food and beverages for official functions and meetings authorized by the Director up to \$500 per occasion with a maximum of \$5,000 per year. The estimated amount required to provide food and beverages for this event exceeds this limit.

#### **TOPICS FOR DISCUSSION:**

- Goals of the DHS Patient Safety Seminar
- Current status of the DHS Patient Safety Movement
- 2005 JCAHO National Patient Safety Goals
- Practical Approaches to Compliance with the JCAHO National Patient Safety Goals
- Aviation Crew Resource Management Applied to Medicine
- High Reliability Teams
- Current and Future National Patient Safety Initiatives
- Use of the Severity Assessment Code for Near Misses and Critical Events
- Healthcare Failure Mode and Analysis
- Disclosure of Unanticipated Outcomes
- New DHS Online Reporting System
- Current Activities of the DHS Patient Safety Committees
- Current Activities of the DHS Intensive Care Unit Best Practices Committee
- Current Activities of the DHS Emergency Department Best Practices Committee
- Institute for Health 100,000 Lives Campaign
- Current Patient Safety Initiatives at Each Facility
- Needlestick Safety

#### **CONTRACTING PROCESS:**

The Hilton was chosen after reviewing the availability and prices of all of the County-owned facilities and privately operated hotels in the Beach Cities, Downtown, and San Gabriel Valley Region. None of the County-owned facilities were able to accommodate the size and requirements of the function for all three days. Out of 31 privately operated

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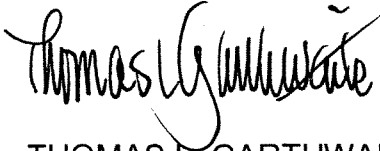
facilities contacted through the Los Angeles Convention and Visitors Bureau, two were able to accommodate the requested dates and requirements. The Hilton was chosen as the preferred site because of its central location and ease of transportation for speakers arriving from out of town.

**IMPACT ON CURRENT SERVICES (OR PROJECTS):**

DHS has identified as a Departmental goal, supporting education and research to improve the health of the residents of Los Angeles County. This seminar will assist in the achievement of that goal.

Upon approval by the Board of Supervisors, the Executive Officer, Board of Supervisors is requested to return three adopted copies of this letter to the Department of Health Services.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Thomas L. Garthwaite", with a stylized flourish at the end.

THOMAS L. GARTHWAITE  
Director and Chief Medical Officer

TLG:LS:la

c: Auditor-Controller  
County Counsel  
Chief Administrative Officer